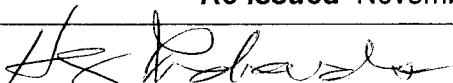


## **POLICY 212** **RESIDENT COMPUTERS & TECHNICAL DEVICES**

PAGE 1 of 3

<b>Authorizing Sources:</b> RCW 71.09		<b>Effective Date</b> March 18, 1998
<b>Re-issued</b> November 27, 2006		
<b>Approving Authority:</b>		<b>Sunset Review</b> November 27, 2008

### **PURPOSE**

This policy establishes limitations to resident-owned computers, computer equipment, software and electronic devices allowable at the Special Commitment Center (SCC) secure facility.

### **SCOPE**

This policy applies to residents of the SCC and does not apply to residents of the Secure Community Transition Facilities (SCTFs) in King and Pierce Counties.

### **DEFINITIONS**

**Computer equipment** means the central processing unit, associated power supply, disk/compact disk drives and other data storage mechanisms.

**Peripheral** means the keyboard, monitor, printer, mouse or similar device, speakers, and software, disks, CDs, connecting devices, game devices and game controls, and related software and hardware used in the operation of a computer or electronic game device.

**Technical device** means equipment which operates magnetically, optically, or electronically in whole or in part to receive, store, process, reproduce, alter or transmit an image, message, or data. Included are DVD and video equipment, radios, televisions, and other equipment mentioned by description or type in this policy or attachment to this policy.

### **POLICY**

- I. Allowable and Disallowed Items.
  - A. A comprehensive list of computer equipment and technical/electronic devices authorized for resident purchase (Attachment A) shall be maintained.
    - **Only items on this list may be purchased by or for residents.**
    - This list is subject to change at any time by approval of the Administrator for Facilities and Support Services and will be reviewed, with resident input, annually.
  - B. Any item or device which represents a threat to safety or security of the institution or which may negatively impact the goals of the treatment program is prohibited. No device or program is allowed which permits a resident to:
    - Communicate by voice or data with outside sources, including with other residents;
    - Create, manipulate, send, receive or capture images;
    - Encrypt or obscure a file of data;
    - Prevent access to stored files or data;
    - Interfere with the proper use of SCC safety, security, or communications equipment;
    - Obtain information which may create a risk of escape or harm to others.

III. Games Programs/Software.

Of high concern is the increase in game scenarios of graphic violence, sexual violence, criminality, and hate. Games may be restricted to assure a therapeutic environment in which deviant thought and behavior are not reinforced. Restrictions and approval are made by referral to an external, objective source.

IV. Purchases, Ordering and Delivery.

- a. Any purchase is subject to normal approval processes, property limits, and the resident's privilege level.
- b. Software purchases must be made according to regular purchasing procedures. Software purchases require pre-approval by the appropriate Program Area Manager, who may request screening by the SCC ITSAS6 or designee.
- c. Authorized purchased items must be new, from an approved vendor, and shipped unopened directly to SCC in the original packaging.
- d. Before delivery to the resident, designated Information Technology (IT) or residential staff will check any device or software to insure it meets SCC requirements. Upon receipt, staff may seal all computer equipment and technical device cases with a tamper-indicating seal.
- e. Any device containing a modem or Ethernet card/component must be disabled. Residents requesting disabling a device/component must sign a request, including a waiver of liability.

V. Record of Ownership and Individual Use.

- A. Equipment and software will be included on the resident's personal property inventory.
- B. Disks, CDs, and game cartridges must be clearly, permanently marked with resident name.
- C. Computer equipment and technical devices are allowed for personal use of the owner:
  - Exchange of equipment or software between residents is not allowed.
  - Residents may not exchange CDs or diskettes with other residents or receive them through the mail or exchange them with visitors.

VI. Search and Misuse.

- a. All equipment and computer files are subject to search at any time.
- b. Misuse of computer equipment or software or violation of this policy may result in the temporary or permanent loss of computer privileges.
- c. If pornographic or other contraband materials are found, the machine (computer, VCR, DVD player or other device) *and all media related to it* will be removed from the facility.
  - The resident will lose the privilege to own a computer or device of the kind which was seized.
  - At least six months will elapse before the resident who has lost privileges to own the computer or device will be allowed to reapply to purchase a replacement. The appropriate Program Area Manager, in coordination with the treatment team, will make a recommendation to the Superintendent concerning the resident's request. To regain this privilege, the resident must demonstrate relevant and convincing evidence of their changed, and now sufficient, ability to responsibly manage a personal computer or device of the type requested.

VI. Upkeep and Repair.

- A. Routine care of the computer hardware is the responsibility of the owner.
- B. Residents may not open, attempt or conduct repair or modification of any computer, computer-related equipment or technical device. Removal of or tampering with a security seal will result in equipment seizure and removal from the facility at the resident's expense.
- C. SCC staff will not provide hardware or software repairs or service.
- D. Computers, peripherals and other devices purchased before November 2005 are "grandfathered" as allowable, however those machines will not be sent out for repair. If a machine purchased before that date fails catastrophically, it must be removed from the facility. Non-functional machines will not be stored anywhere at the total confinement facility for over two months.
- E. Inoperable equipment purchased from the approved list in Appendix A must be sent directly to a computer repair establishment approved by the SCC or to the original SCC vendor at the resident's expense.
  - 1. Equipment must be inspected by SCC IT staff before the package is sealed and sent out.
  - 2. Upgrades of computer equipment beyond the original capability of the SCC-approved equipment are not allowed.